

**TOWN OF VIENNA, VIRGINIA**  
**JOB DESCRIPTION**

**JOB TITLE: MAINTENANCE WORKER III**  
**PARKS MAINTENANCE DIVISION**  
**PARKS AND RECREATIONS DEPARTMENT**

**GENERAL STATEMENT OF JOB**

Under general supervision, performs a variety of manual and semi-skilled work in the maintenance and repair in the Parks and Recreation Department. Work involves serving at journey-level and some lead maintenance; performing a variety of maintenance, repair, finishing, excavation, grounds, utility, and vehicle operations activities; performing lead work over seasonal maintenance workers on job sites in the maintenance and repair of ball fields, parks, streets, grounds, buildings, and including operating a variety of specialized equipment; and may also involve skilled maintenance of small diesel/gasoline powered equipment. Reports to the Parks Maintenance Supervisor.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**ESSENTIAL JOB FUNCTIONS**

Performs grounds maintenance including mowing, repairing fences and bridges, leaf raking, shoveling, and plowing; trimming trees and shrubs when needed; etc.; performs seasonal mowing, leaf removal, and snow removal.

Picks up trash and brush twice weekly along business district, parks, and public facilities.

Performs general parks maintenance including ball field preparation, playground maintenance, and repair and upkeep by using a bannerman, mowers, and weedwackers; cleaning restrooms, picnic shelters twice weekly, etc.

Assists with special event set-ups and take downs including moving furniture, setting up for festivals and special events; cleans up during and after large events; provides any labor requested to community groups.

Maintains stream valleys and natural wooded areas by walking creeks and streams for blockages, clearing paths and trails, and picking up any brush in high traffic areas or highly visible areas.

Maintains and repairs equipment as needed including power and manual tools, trucks, mowers, etc.; maintains knowledge of care and use of equipment.

Performs tree maintenance; assists Arborist with tree trimming and emergency removals as needed.

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Works on call and weekends for special events, picnics, trash pickup, etc.

Attends meetings and trainings as needed.

Supervises Maintenance Workers I and II's as needed; fills in for the Supervisor.

Maintains a commercial driver's license; operates heavy equipment

Receives and/or reviews various records and reports such as verbal instructions, written instruction, equipment manuals, and training classes.

Prepares and/or processes various records and reports such as pre-trip list for vehicles, mowing and trimming list, daily task list, playground safety check list, and materials list.

Refers to information from supervisor and/or crew leader, manuals received from Town, progress reports – job evaluations, maintenance manuals, information/requests from Director, policy and procedure manuals, codes / laws / regulations, publications and reference texts, etc.

Operates a variety of equipment and vehicles such as trucks, dump trucks, pick up truck, chain saws, pole saw, backpack blowers, ATV, snow plow, bobcat loader, etc.

Uses a variety of tools such as wrenches, sockets, screwdrivers, hammers, knives, etc.; and a variety of supplies such as ice melt, salt, chalk, paint, gloves, oil, etc.

Interacts and communicates with various groups and individuals such as the Parks Maintenance Superintendent, Police Officers, contractors, seasonal employees/inmates, and the general public.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related work as required.

### **MINIMUM TRAINING AND EXPERIENCE**

Requires a high school or GED equivalent and one to two years of experience in landscape maintenance; or any equivalent combination of education, training, and experience, which provides the required skills, knowledge, and abilities. Must have a valid State commercial driver's license.

### **MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of equipment including tractors, mowers, landscaping equipment, etc. Must be able to exert up to 150 pounds of force occasionally, and/or up to 75 pounds of force frequently, and/or 25 pounds of force constantly to move objects. Must be able to climb, reach, crawl, bend, stoop, etc. in the performance of job duties. Physical demand requirements are those for Medium Work to Heavy Work.

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**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar or divergent from obvious standards) of data, people or things.

**Interpersonal Communication:** Requires the ability of speaking and/or signaling people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from supervisor.

**Language Ability:** Requires the ability to read a variety of work orders, diagrams, records, etc. Requires the ability to prepare work orders, records, and reports using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

**Intelligence:** Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English and electrical, mechanical and engineering terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and utilize decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width, and shape.

**Motor Coordination:** Requires the to ability coordinate hands and eyes rapidly and accurately in using power and hand tools.

**Manual Dexterity:** Requires the ability to handle a variety of items such as power and hand tools. Must have good eye/hand/foot coordination.

**Color Discrimination and Visual Acuity:** Requires the ability to differentiate colors and shades of color; requires the visual acuity to determine depth perception, peripheral vision, inspection for small parts; preparing and analyzing written or computer data, etc.

**Interpersonal Temperament:** Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under minimal levels of stress.

**Physical Communications:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

### **PERFORMANCE INDICATORS**

**Knowledge of Job:** Has thorough knowledge of the methods, policies, and procedures of the Parks Maintenance Division of the Parks and Recreation Department as they pertain to the performance of duties of the Maintenance Worker III. Has working knowledge of the methods, practices, and procedures of skilled maintenance as it pertains to building maintenance and grounds maintenance functions. Has working knowledge of the various codes and ordinances

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related to building maintenance and construction. Has some knowledge of the maintenance and repair of small gasoline engines. Is able to inspect work in progress for compliance with specifications, plans, and standards of quality and safety. Is able to enforce safety regulations on the job site. Has working knowledge of the occupational hazards and safety precautions involved in the job. Has knowledge of the operating characteristics of assigned equipment. Has knowledge of the maintenance requirements of assigned equipment. Is able to use and care for a variety of hand and power tools necessary to perform landscape maintenance tasks. Is able to understand and follow oral and written instructions. Is able to perform heavy manual labor required by work assignments. Is able to offer instruction and advice to subordinates regarding departmental policies, methods, and regulations. Is able to take the initiative to complete the duties of the position without the need of direct supervision. Is able to learn and utilize new skills and information to improve job performance and efficiency. Is able to establish and maintain effective working relationships as necessitated by work assignments. Is able to follow verbal instructions and written instructions concerning herbicides; is able to follow written instructions for equipment care and use.

**Quality of Work:** Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all Town departments and divisions, co-workers and the general public.

**Quantity of Work:** Maintains effective and efficient output of all duties and responsibilities as described under "Specific Duties and Responsibilities."

**Dependability:** Assumes responsibility for doing assigned work and meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, Town policy, standards and prescribed procedures. Accepts accountability for meeting assigned responsibilities in the technical, human and conceptual areas.

**Attendance:** Attends work regularly and adheres to Town policies and procedures regarding absences and tardiness. Provides adequate notice to higher management with respect to vacation time and time-off requests.

**Initiative and Enthusiasm:** Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for completion of work with a minimum of supervision and instruction.

**Judgment:** Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice and researches problems, situations and alternatives before exercising judgment.

**Cooperation:** Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with Town policy or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between all staff persons and departments within the Town.

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**Relationships with Others:** Shares knowledge with supervisors and staff for mutual benefit. Contributes to maintaining high morale among employees. Develops and maintains cooperative and courteous relationships inter- and intra-departmentally, and with external entities with whom the position interacts. Tactfully and effectively handles requests, suggestions and complaints in order to establish and maintain good will. Emphasizes the importance of maintaining a positive image.

**Coordination of Work:** Organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Attends meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules. Maintains a calendar for meetings, deadlines and events.

**Safety and Housekeeping:** Adheres to all safety and housekeeping standards established by the Town and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.

**DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.**